

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
DOWNTOWN MENTAL HEALTH CENTER
SERVICE AREA IV

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

PATIENT RESOURCES WORKER

The Downtown Mental Health Center is seeking an enthusiastic, highly motivated, reliable, productive, and experienced person to fill the position of Patient Resources Worker. The position is required to provide assessment of available financial resources and qualifications for government assistance for clients of the Downtown Mental Health Center. Downtown Mental Health Center is located 529 S. Maple Street, Los Angeles, California.

EXAMPLE OF DUTIES

- Obtain and evaluate documentation of client's financial information to determine client's ability to reimburse County for services
- Interview and assist client in completing financial information
- Explain financial and billing policy to client, relative, friend or other collaborating provider; including payment plan and billing process
- Consult and refer clients without financial resources to appropriate party for assistance with determination and application to governmental assistance

DESIRABLE QUALIFICATIONS

- Strong verbal skills to communicate effectively with others in the public and private sectors.
- Strong written communication skills to edit and draft documents.
- Strong administrative and organizational skills
- Adaptable and flexible to meet the high demands of the program.
- Able to multi-task, prioritize multiple assignments and meet deadlines.
- Highly-Skilled with Microsoft Office software programs: Word, Excel, Outlook, and Access

Interested individuals holding the title of Patient Resources Worker are encouraged to submit a resume, last two performance evaluations and Master Timecard via fax or e-mail by **5:00 p.m. on September 14, 2012 (Friday)** to:

Leticia Soydan-Guzman LCSW
MHC Program Head
Lsguzman@dmh.lacounty.gov
Fax: (213) 430-6700

AN EQUAL OPPORTUNITY EMPLOYER